

Due to the circumstances of a relative of the Facilities Maintenance HVAC Technician being awarded the On Call HVAC Contract, we will institute the following policies for the duration of this contract:

1. Mr. Wilkes will not manage the HVAC contract due to his relationship with the contractor.
2. Mr. Tharney will manage all aspects of the HVAC contract with assistance from the Facilities Maintenance Supervisor.
3. The Facilities Maintenance Supervisor will shift some of Mr. Tharney's responsibilities to David Wilkes in order to balance the work load:
 - a. All reoccurring HVAC work orders that are covered by the contract will be assigned to Mr. Tharney or another available technician.
 - b. All work orders that require assistance from the contractor will be assigned to Mr. Tharney or another available technician.
 - c. All contact with the contractor will be routed thru the Facilities Maintenance Supervisor or another available technician.
4. Mr. Wilkes will not approve any work completed by the contractor or recommend approval for payment on any work completed.
5. It is understood that due to Mr. Wilkes extensive back ground in HVAC maintenance and the fact that he is the counties HVAC Technician, that there will be occasions where he will be involved with the contractor. When these situations arise, the contact should be limited.

Due to the Public Works "On Call" policy, there will be occasions where Mr. Wilkes is the on call technician and there is an HVAC emergency. In this emergency situation, Mr. Wilkes has the latitude to contact Wilkes LLC to respond up to BOCC policy limits, i.e., \$1000, and will also contact either the Director of Public Works, or the Assistant Director for Operations, or the Facilities Maintenance Supervisor for guidance and relief of that situation. His supervisor will verify the work and invoicing. The intent is to not let an emergency go unrepaired outside of normal business hours.